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Stephen Petronio Company Internships

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Stephen Petronio Company

New York, NY

Available to start immediately, and for the spring season

Stephen Petronio Company, an internationally-acclaimed modern dance company, seeks motivated interns to assist with administrative tasks related to project management, marketing, development and special events. Interns have the unique opportunity to learn about the operations of a non-profit performing arts organization, working closely with a small staff in a flexible environment. Interns will assist with preparations for the company's New York season, research, implementation of marketing initiatives, and the production of fundraising events.

General Internship Candidate Requirements

Knowledge/interest in dance and the arts

Responsible and reliable

Organized, detail oriented

Strong communication and writing skills

Computer skills

Knowledge of social media, web/graphic design, video, and database management a plus

Duties Include

Assisting with the company's performances at The Joyce Theater this spring

Assisting with marketing campaigns and initiatives

Development research

General office responsibilities and errands

Correspondence and mailings

Assisting with special events

Specialized Internships

We are particularly interested in applicants with excellent writing skills and an interest in learning hands-on about fundraising, donor cultivation, and development. Previous experience in arts administration, grant writing, marketing, or event production is highly desirable.

Details

General Internships are unpaid, with flexible hours and schedule, for a minimum commitment of three months. (For Specialized Internships, our preference is for interns available 2-3 days per week, approx. 5 hours per day.) Our office is in the East Village. Interns will be able to visit company rehearsal and attend company classes outside of administrative assistance. College credits can be arranged if applicable.

To Apply: Please email a cover letter and resume to apply@stephenpetronio.com. Cover letters should be PDF or Word documents. No telephone calls please.

About the Stephen Petronio Company

Acclaimed by audiences and critics alike, Petronio is widely regarded as one of the leading dance-makers of his generation. Founded in 1984, Stephen Petronio Company has performed in 26 countries throughout the world, including over 35 New York City engagements with 16 seasons at the Joyce Theater. Petronio has been commissioned by Dance Umbrella Festival/London, Hebbel Theater/Berlin, Festival d'Automne a Paris, The Joyce Theater, Wexner Center for the Arts, and the Walker Art Center among others.

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